



## **JOB ANNOUNCEMENT**

Position Title: COMMUNITY INVESTMENT COORDINATOR  
Reports To: Vice President, Grants  
Pay Grade D: \$44,000 - \$52,679  
Position Status: Full Time  
Posting Dates: Open Until Filled

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### **About KZCF:**

KZCF, established in 1925, has the vision of Kalamazoo County being the most equitable place to live, with the mission to mobilize people, resources, and expertise and to advance racial, social, and economic justice. Learn more at [kalfound.org](http://kalfound.org).

### **Core Values:**

Center Anti-Racism and Equity  
Advance Racial Justice  
Nurture Healing and Love  
Cultivate Transformative  
Serve the Greater Good  
Learn and Grow  
Embrace Joy

### **Position Summary:**

Supports the Community Investment (CI) team in its ability to carry out the Kalamazoo Community Foundation's mission in the community by coordinating the collection of data from funded partners, coordinating learning and evaluation data or all CI activities, supporting key internal and external initiatives, and the effective internal operations of the CI team. Also provides administrative support to the Director of Impact Investments to ensure the success of the initiative. Provides customer service and support to community partners as needed and supports the general efficiency of the Community Investment team throughout the year. Supports the continuous improvement of CI's grantmaking and administrative processes through an anti-racist and equity-centered approach.

### **Essential Duties & Responsibilities:**

#### **Position Functions:**

- ☐ Provides support for Community Investment staff
  - Coordinates Community Investment meetings by preparing agendas and materials, coordinating meeting details/information, planning/ordering refreshments and room set-up/breakdown
  - Prepares written correspondence on behalf of community investment staff
  - Assists with the coordination of agency profile updates and demographic data collection
  - Assists with the coordination of committee meetings (ex. Community Investment Committee, Impact Investment Committee, Foundation Roundtable, Funders Group, etc.)

- Assists with the coordination of Community Investment staff retreats
  - Provides support to equity and education-based initiatives led within KZCF as needed
  - Reconciles Community Investment monthly/bi-monthly budget
  - Processes Community Investment invoices in PaperSave
  - Provides support for meeting management including preparation of Community Investment ongoing measures and maintenance of the team's 7 Day To-Do list, Issues list, and compilation of Headlines
  - Manages/Maintains the Community Investment bi-monthly scorecard and ensures appropriate CI measures are transferred to the organizational scorecard
- Grant support
 

Provides support for the KZCF grant reflection process in alignment with the Trust Based Philanthropy framework

    - Assists in capturing grant reflection documentation in the Community Impact System
    - Gathers, organizes, and distributes all relevant data surrounding the evaluation of the outcomes/impact of funded grants across KZCF to demonstrate organizational impact
    - Provides status updates for Community Investment and KZCF staff throughout the grant reflection process
    - Maintains and updates CI database to provide efficient service to users
    - Maintains the grant process documentation (PBM's) for Community Investment
    - Maintains and updates all grant related files and documentation for regulatory compliance
    - Provides support for preparation of scorecard/evaluation reports.
    - Coordinates logistics for engagement events with nonprofit partners and assists CI staff with the implementation of the Partner? Engagement Plan including the Equity Series
- Impact Investment Support
    - Provides direct administrative support to the Impact Investment Director
    - Supports the work of the Impact Investment Committee and external contractors by assisting with meeting coordination, documentation, tracking data, and assisting with accurate scorecard reporting
    - Supports the Impact Investment Director with the budget and helps process invoices
    - Assists with compilation of materials for reporting to both internal leadership as well as external funders as applicable
- General administrative duties
    - Assists with special projects as assigned
    - Serves as member of the Reception Team
    - Provides customer support for use of the 402 space by nonprofit organizations
    - Provides support to the Finance Team on grant processing and special reporting

### Diversity, Inclusion, Equity, and Anti-Racism:

- Apply an equitable and anti-racist analysis to all functions to achieve organizational goals.
- Embrace, support, and integrate Community Foundation philosophies related to diversity, inclusiveness, and anti-racism with a willingness to acknowledge and address other forms of bias.
- Ability to confront personal, individual, and internal systemic bias with regards to race, age, gender, gender- identity, sexual orientation, ability, etc., which will require sharing and discussing personal identities in relation to the work environment.
- Ability to work and navigate emotionally taxing conversations related to power, privilege, racism, and oppression on a regular basis.
- Must have strong emotional intelligence and resiliency skills to lead and/or actively participate in advancing our work relative to racial, social, and economic justice.

### Professionalism:

- Support the mission, vision, and strategic goals, as a part of the Performance Excellence Model of the Community Foundation, to serve both internal and external customers.
- Follow and support Community Foundation policies and procedures.
- Evaluate own performance and assumes responsibility for professional development.
- Embrace philosophy of one actively engaged in lifelong learning.
- Demonstrate and models Process documentation for clarity and consistency.
- Maintain current knowledge of all changes affecting area of work.
- Conduct self in a professional manner and follows and support the core values, commitments, and behaviors.
- Maintain appropriate professional appearance and confidentiality.

### Engagement/Participation:

- Actively represents KZCF at community-based meetings and events which may require evening and weekend engagement throughout the year
- Actively participate in meetings, committees, and volunteer opportunities within the organization
- Apply an anti-racism analysis and engage with others in support of learning ways to advance collective DEI understanding and skills.
- Participate as a team member utilizing a collaborative style to achieve mutual goals.
- Provide proactive, creative cross-functional thinking and ideas to enhance services to customers.
- Demonstrate ability to work effectively with others.

## **Knowledge, Skills & Abilities:**

### **Required:**

- Associates degree in business or related field or an equivalent combination of training and relevant work experience.
- Two to four years of progressively more responsible experience in an office environment.
- Strong verbal/written communication skills.
- Strong computer skills including word processing, spreadsheet and database applications.
- Strong emotional intelligence and conflict resolution skills and strengths
- Demonstrated ability to effectively interact, communicate, and collaborate with people from all cultural backgrounds.
- Ability to work & navigate emotionally taxing conversations/contexts related to power, privilege, racism, oppression with diverse stakeholder groups.
- High personal resiliency skills and tools
- Ability to prioritize multiple projects and work under pressure.

### **Preferred:**

- Coursework or experience in communications, social work, or nonprofit sector
- Experience working with nonprofit organizations, volunteers, event planning, and data base reporting
- Nonprofit database experience

### **Location Requirements:**

- The Kalamazoo Community Foundation's employee health and safety is a top priority. With the COVID-19 pandemic still posing a threat to public health, Foundation employees may temporarily work from home. Please note this remote work policy is only in effect due to the COVID-19 pandemic while public health guidelines strongly recommend work from home when feasible. This policy will be reviewed when public health guidelines or business needs change.

### **Physical/Mental Requirements:**

- While working virtually, must ensure remote environment has consistent access to high-speed internet, generally free from distractions.
- Work in well-lit, pleasant, smoke-free office.
- Must be able to sit or stand for long periods of time.
- Able to stoop, bend and move intermittently to do filing and move equipment and supplies necessary for job function.
- Involves frequent repetitive movement associated with extended periods of keyboarding.
- Frequently involves extended workdays and periodically involves irregular work hours.
- Occasional travel and/or overnight work schedules at multiple work sites.
- Requires attention to detail and ability to concentrate on figures, paperwork, data, etc.
- Frequent pressures related to meeting deadlines and fulfilling scheduling requirements.
- Frequent distracting influences such as people, phone calls, noise and so forth.
- Frequent simultaneous handling of multiple tasks and intermittent or cyclical work pressures.
- Occasionally requires on-call availability to handle work problems, emergencies/crisis situations etc.
- While performing work in the community, possible exposure to risks associated with work outside of the office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To successfully perform the job, individuals must be able to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**How to apply:** Please send resume and cover letter to [Darian@TheHRShop.com](mailto:Darian@TheHRShop.com) with the role you are applying for in the subject line.